Student Data Capture System

2015 — Enrolment data submission troubleshooting guide

This guide has been compiled to help schools prepare the enrolment data submission. The guide lists the administrative procedures involved and will help with many of the common problems encountered by schools.

Enrolment data submission is due on **Monday 16 February 2015.**

Purpose

The purpose of the enrolment data submission is to collect enrolment totals for Year 11 and Year 12 cohorts and subject-groups at your school. **Individual student details and their subject and course enrolments are not required at this stage and will not be included in the data collected for this submission**. If you have already entered individual student information, this data is not required to be error-free in order to create the enrolment data submission. However, to complete the enrolment data submission you must fix any subject-group errors.

These enrolment totals help our moderation, testing and certification processes by giving an early and clear indication of patterns and trends in student enrolments.

Procedure

The 2015 version of the Student Data Capture System (SDCS) is available for downloading from our website www.qcaa.qld.edu.au/3957.html.

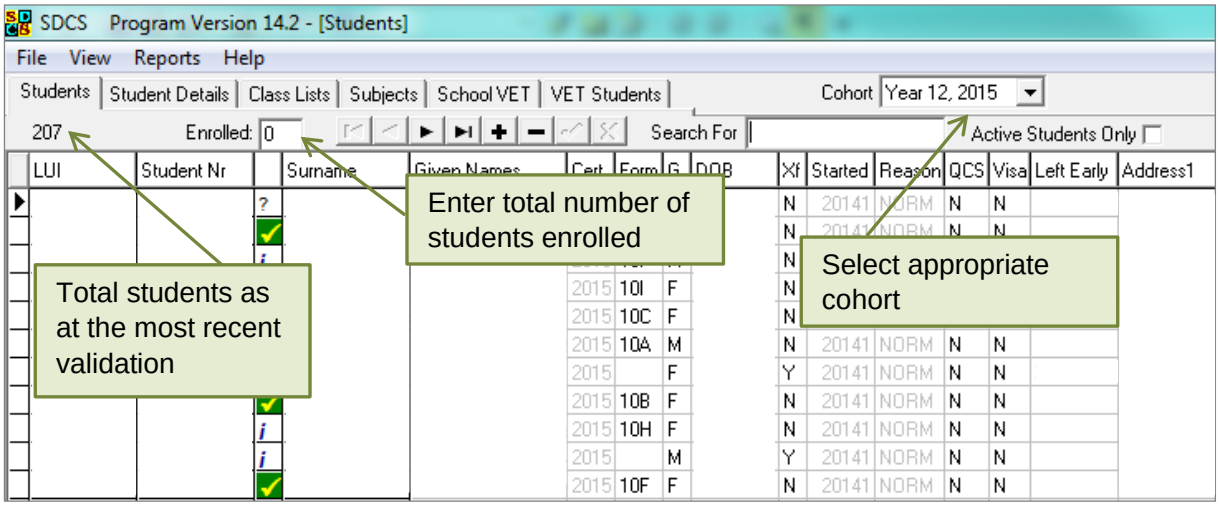
Enrolment data needs to be added in two places for each cohort:

- *Students* tab
- *Subjects* tab.

Entering enrolment details on the *Students* tab

1. Please ensure that SDCS is in the ENROL status. If SDCS is not in ENROL status then select *File* > *Change File #* and click on *Enrolment disk* checkbox to set it to ENROL status.
2. Select the relevant cohort.
3. Click on the *Students* tab and enter the total number of students for the cohort into the *Enrolled* box.

Diagram 1


SDCS Program Version 14.2 - [Students]
File View Reports Help
Students Student Details Class Lists Subjects School VET VET Students
Cohort Year 12, 2015
207
Enrolled: 0
Search For
Active Students Only
LUI Student Nr Surname Given Names Cert Form G DOB Xf Started Reason QCS Visa Left Early Address1
Enter total number of students enrolled
Total students as at the most recent validation
Select appropriate cohort

Entering enrolment on the *Subjects* tab

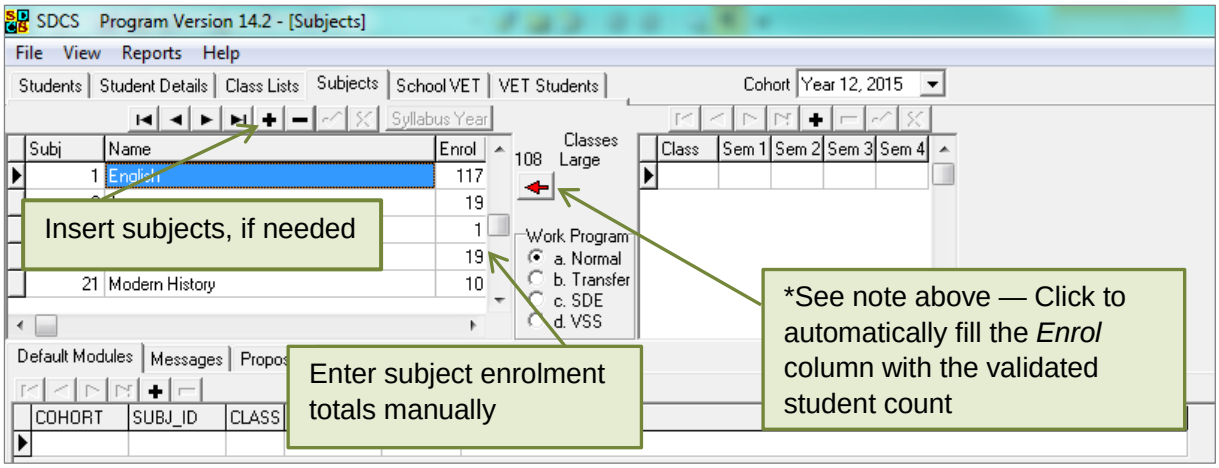
1. If student and subject details already exist, you can click on the red arrow to automatically fill the *Enrol* column with the last validated student count for each subject. Only **click the red arrow** if you already have individual student subject enrolment details in data capture.

   If student and subject details are yet to be entered, click on the *Subjects* tab and insert the subjects. When the subjects have been added, enrolment totals for each subject will need to be entered into the *Enrol* column.

   Note: This column is shown as *Enrol* when SDCS is in ENROL status and is shown as *Actual* when SDCS is in data submission #1–#5 status showing the school's actual enrolments.

2. Proceed to *Create data files* to create the enrolment data submission.

Diagram 2


SDCS Program Version 14.2 - [Subjects]
File View Reports Help
Students Student Details Class Lists Subjects School VET VET Students
Cohort Year 12, 2015
Subj Name Enrol
Classes 108 Large
Class Sem 1 Sem 2 Sem 3 Sem 4
Work Program
a. Normal
b. Transfer
c. SDE
d. VSS
Default Modules Messages
COHORT SUBJ_ID CLASS
Insert subjects, if needed
Enter subject enrolment totals manually
*See note above — Click to automatically fill the Enrol column with the validated student count

Common problems and fixes

Error Message 371: Enrolment data not supplied or inconsistent — refer to Diagram 1

This error occurs when no enrolment total has been added to the *Students* tab. Entering the correct enrolment total for the cohort will remove the error.

Error Message 372: Enrolment (enrolled field on *Students* tab) is less than students listed — refer to Diagram 1

This error occurs when the enrolment total on the *Students* tab is less than the number of students enrolled. Check and update the enrolment total.

Error Message 373: Enrolment total is less than number of students listed in subject — refer to Diagram 2

This error occurs when you have more students listed in a subject in SDCS than indicated on the enrolled total on the *Subjects* tab. Check the students listed on the *Class Lists* page for a current listing of students for that subject. Delete students from the class list or update totals on the *Subjects* tab to match.

More information

If you would like more information, please visit the QCAA website www.qcaa.qld.edu.au/647.html. Alternatively, phone 3864 0278 or email the Helpdesk at helpdesk@qcaa.qld.edu.au.